

 **CONTRA COSTA COLLEGE**
EEO Committee
Meeting Minutes

Date: December 8, 2025 (every 2nd Monday of the Month) **Time:** 1:15 p.m. – 3:00 p.m.

Location: SAB-211 and ZOOM: <https://4cd.zoom.us/j/5638713171>
Meeting ID: 563 871 3171 Passcode: FMPWEB

Voting Members

Chairperson: Victoria Menzies

Managers: Evan Decker

Faculty: Vern Cromartie

Classified: Matthew Houser

Students: Pamela Fuentes

Non-Voting Members

Managers:

Present: Victoria Menzies, Vern Cromartie, Evan Decker, Maya Jenkins

Zoom:

Called to order at 1:18 p.m.

Item	Outcome/Decisions	Action Items
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I. Welcome and Introductions		
II. Adoption of Current Agenda	<p>Agenda adopted with changes and by 3 yay votes, 0 nay:</p> <p>Motioned: Vern Cromartie Second: Evan Decker</p> <p>Yay: Victoria Menzies, Vern Cromartie, Evan Decker</p>	<ul style="list-style-type: none"> Added Staff Diversity Application Update. Tabled HR Update, CCC Workforce Applicant Pool Analysis Update, CCC Employee Recruitment/Hiring Activity and Human Resources Update.
III. Approval of November 10, 2025 Minutes	<p>Minutes approved by 3 yay votes, 0 nay.</p> <p>Motioned: Vern Cromartie Second: Evan Decker</p> <p>Yay: Victoria Menzies, Vern Cromartie, Evan Decker</p>	No action required.
IV. Public Comment/Announcements (2 minutes each)	No Public comment/announcements.	No action required.
V. Staff Diversity Application Update	The committee discussed the progress of the application document submission process, which has been reviewed by Academic Senate without any questions. Academic Senate addressed concerns about the term	<ul style="list-style-type: none"> Present Staff Diversity Fund application to Planning Committee and College Council.

	<p>“operations” being confusing and updated it to align with the actual fund names. The application document is scheduled to be added to the agenda for the next planning meeting on the first Friday of February, after which it will proceed to College Council.</p>	
<p>VI. Standing Items:</p> <p>A. Human Resources Updates:</p> <p>B. CCC Workforce Applicant Pool Analysis</p> <p>C. CCC Employee Recruitment/Hiring Activity</p> <p>D. District DEI Updates</p>	<p>Human Resources Update – Tabled, Matthew not present.</p> <p>CCC Workforce Applicant Pool Analysis – Tabled, Matthew not present.</p> <p>CCC Employee Recruitment/Hiring Activity – Victoria Menzies discussed recruitment activities and budget justifications for faculty positions, emphasizing the importance of providing clear reasons for hiring in a budget-constrained environment. She highlighted the need to include justifications in Box 2A of recruitment documents and suggested involving Deans or Faculty in the process of streamlining this effort.</p> <p>District DEI Updates – Tabled.</p>	<p>No action required.</p>
<p>VII. Adjournment –</p> <p>Meeting adjourned at 1:43 p.m.</p>	<p>Next meeting will be Monday, February 9, 2026 at 1:15 p.m.</p>	